



# Job Vacancy Announcement

Date Posted: November 22, 2021

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**Position Title:** Housing Counseling Development  
AmeriCorps Member (VISTA Program)

**Reports to:** Executive Director, ECDA

**Dept/CC:** City of Kankakee - ECDA

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## Position Purpose:

The AmeriCorps Member will contribute to building the department's capacity as a housing counseling agency. The AmeriCorps member will lead the department in becoming a Department of Housing and Urban Development, Certified Housing Counseling Agency and in creating new housing counseling materials for use and circulation.

## Essential Functions

1. Study for and pass the Department of Housing and Urban Development's Housing Counseling Certification Exam.
2. Direct the department's actions to become a HUD-approved housing counseling agency, including researching and implementing a client management system (CMS) and training housing counselors on its proper use.
3. Develop and implement an outreach and engagement strategy to inform city residents of available services and encourage broad participation.
4. Plan, develop, and maintain a curriculum for a pre-purchase group workshop series.
5. Plan, develop, and maintain an efficient strategy for one-on-one housing counseling sessions in three unique areas (rental, pre-purchase, and foreclosure counseling).
6. Recruit and train volunteer housing counselors.
7. Produce a report summarizing local, state, and federal housing-related resources and benefits available to city residents for distribution.

## Education and Experience:

- High School Diploma or GED required with some college coursework from an accredited college or university.
- Ability to read and interpret written information
- Ability to plan a program from conception
- Computer knowledge, including Microsoft Office Suite

**HOW TO APPLY:** Please mail resume and cover letter to AmeriCorps Leader, 200 East Court Street, Kankakee, IL 60901 or submit employment application at: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=107426>. Resumes can also be emailed to [vista@housingactionil.org](mailto:vista@housingactionil.org). Position is open until filled.